

Course Framework

Business Computer Information Systems I

School Year: 2009-2010

Instructor: Alberto Velez

Email: avelez@bisd.us

Room: B115

Conference Period: (2nd Period)

Textbook

Microsoft Office 2007 – Introductory Concepts and Techniques Windows XP Edition

Shelly Cashman Series by Thomson Course Technology

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First Semester

1st Six Weeks – Office Safety, Windows XP, Computer Literacy and Vocabulary

2nd Six Weeks – Continue Computer Literacy and Vocabulary and Introduce Word 2007

3rd Six Weeks – Expand on Microsoft Word in Office Use and Desktop Publishing

Final Exam – Comprehensive Final Exam – Multiple Choice Questions

Second Semester

4th Six Weeks – Finish Word and Introduce Excel

5th Six Weeks – Continue Spreadsheet use and Database

6th Six Weeks – Finish Spreadsheet use and Database, and Cover PowerPoint Presentation

Final Exam – Comprehensive Final Exam – Lab and Multiple Choice Questions